

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

Fisheries Biology Services for the Nisqually Coho Hatchery Genetic Management Plan

NISQUALLY INDIAN TRIBE

Prepared By:
Nisqually Natural Resources Department
Nisqually Salmon Recovery Program
4820 She-Nah-Num Drive
Olympia WA. 98513



REQUEST FOR PROPOSAL

9/29/2015

The Nisqually Natural Resources Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for Fisheries Biology Services for the development of a Nisqually Coho Hatchery Genetic Management Plan.

Contact information for this project is Sayre Hodgson, Research Biologist, Natural Resources Dept., 360-438-8687 x 2146, hodgson.sayre@nisqually-nsn.gov.

SEALED PROPOSALS: Vendors will deliver two applications to the following address either by hand or by US postal:

Nisqually Tribe Financial Services Department
4820 She-Nah-Num Drive SE
Olympia WA. 98513
Phone: 360-456-5221
Att: Jill Wall
Financial Services - Contracts

CLOSING DATE FOR SUBMITAL SHALL BE Friday, October 16th, 2015.

Proposals received after the above-cited time will be considered a late quote and are not acceptable unless waived by the Natural Resources Director.

- Please mark the envelopes clearly with Sealed RFP Natural Resources Dept., Coho HGMP
- Questions may be directed to Sayre Hodgson, Research Biologist, 360-438-8687 x 2146, or email: hodgson.sayre@nisqually-nsn.gov.

Thank you for your Interest



Definitions:	"Tribe"	is Nisqually Indian Tribe
	"Bidder"	an individual or business submitting a bid to Nisqually Tribe
	"Contractor"	One who contracts to perform services in accordance with a contract

1. PROPOSAL TERMS

- A. The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service(s), and other factors which the Tribe may consider. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe's specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP may be adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP.
- F. Please submit a brief proposal detailing your understanding of the project and the approach for completing each task outlined in the Scope of Work below. The proposals should include the consultant's qualifications and experience, demonstrated experience with similar projects and local experience within the Nisqually basin. The complete proposal package should also include a total cost and timeline to complete each task and deliverables (if applicable) for each task. Resumes of key personnel can be included if desired. Please itemize Labor and Material costs on bid.

2. SCOPE OF SERVICES

The Nisqually Indian Tribe (the Tribe) is requesting proposals for fisheries biology consulting services for the development of a Nisqually Coho Salmon Hatchery Genetic Management Plan (HGMP). The Plan will follow the NOAA Fisheries prescribed guidelines for HGMP's (see <http://www.westcoast.fisheries.noaa.gov/publications/hatchery/hgmpmemo.pdf>.) This plan will replace a previous version completed in 2003. The HGMP will provide comprehensive information on coho salmon hatchery programs in the Nisqually watershed and the potential effects of the programs on listed species. In development of the plan, ecosystem based modeling will be used to predict climate change impacts on coho salmon. Different ways to manage coho hatchery programs to encourage local adaptation to the environment and to climate change will be explored and evaluated, and these results will be incorporated into the plan. The plan will be developed in a way that accommodates future reporting needs and is compatible with existing plans in the watershed such as the Chinook and Steelhead recovery plans. The chosen consultant will be expected to gather relevant data, consider future climate change impacts and hatchery program management alternatives, meet with staff during development and revision of the plan, and generate a comprehensive Nisqually coho HGMP along with a supplemental report that details climate change considerations and hatchery management options considered. The project area is throughout the anadromous portion of the Nisqually River watershed of South Puget Sound.

Consultant Capabilities:

The consultant selected will have:

- Demonstrated ability in fish biology.
- Experience with HGMPs or other similar salmon management plans.
- Demonstrated availability to complete deliverables within the designated timeframe.

Scope of Services:

Task 1: Compile existing information related to coho salmon in the Nisqually

This task includes collecting and compiling detailed data on Nisqually hatchery coho salmon releases, returns, and hatchery operations covering the last 12 years. Information on the naturally spawning population such as timing and abundance of outmigrants and returns will also be collected for the same period, along with information about harvest and interactions with listed species. It is assumed that the consultant will meet with Tribe staff to gather information and will exhaust all necessary resources to compile existing information relevant to the project and to inform the compilation of the HGMP. The information will be stored in a format that facilitates yearly updates, incorporation into the HGMP, and future reporting. The compiled



data will be shared with the Tribe in Excel or other similar format. Information will match needs outlined in the HGMP template referenced above.

Task 2: Model Climate Change Impacts

This task includes using ecosystem based modeling to describe projected future climate change impacts on hatchery and naturally spawning Nisqually coho salmon and identifying and evaluating alternatives for management of the coho hatchery program in the Nisqually to improve resilience and the ability of the population to adapt to future climate changes. A separate short report with details of the climate change impacts considered and evaluation of alternatives for management of coho hatchery programs shall be provided as a supplement to the HGMP.

Task 3: Final Plan Preparation

The final plan should include the elements described above. Development and revisions of the plan should incorporate feedback and input from NIT staff, co-managers, and other partners.

Deliverable: The consultant shall provide the Tribe with a draft copy of the Final Nisqually Coho HGMP for comment two weeks prior to the deliverable due date in Word format. The consultant shall provide the Tribe with a final copy of the Final HGMP in Word format by the deliverable due date.

Project Schedule:

All work must be completed by March 31, 2016. The contract is expected to be awarded in the fall of 2014 and work should begin promptly after the contract award. The consultant should demonstrate they can begin work promptly and can complete the tasks listed by the completion date. The final schedule may be negotiable.

CONTRACT PROVISIONS

REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Research Biologist and/or Salmon Recovery Program Manager and confer with them as necessary to insure satisfactory work progress.

Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Salmon Recovery Program Manager.

Section 4 – When Applicable, the Contractor will submit a final written report to the Research Biologist and/or Salmon Recovery Program Manager.

Section 5 – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

PERSONNEL

Section 1 – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Salmon Recovery Program Manager.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

NATIVE AMERICAN PREFERENCE

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (**TERO**) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all projects \$20,000 and over.

Direct Questions or comments to:



Nisqually TERO; Frances Rohr
(360) 456-5221 ext.1128
(360) 259-8144 cell
Or rohr.frances@nisqually-nsn.gov

INSURANCE REQUIREMENTS

1. Contractor is required to provide workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
2. Contractor will provide Commercial General Liability Insurance proof.
3. Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.



Proposed Bid Amount _____

Please attach additional bid information to this form

CONTRACTOR:

PHONE:

W_9 # _____

Nisqually Indian Tribe

Fisheries Biology Services for Nisqually Coho Hatchery Genetic Management Plan

Project Description

The chosen consultant will be expected to gather relevant data, model future climate change impacts, meet with staff during development of the plan, generate a comprehensive Nisqually coho HGMP that integrates the need for adaptation to climate change, and incorporate needed revisions.